



GINA MOLLICONE-LONG

ROOM SET-UP and AUDIO-VISUAL REQUESTS

The following information will ensure that our program will run as smoothly as possible for you. If you cannot meet these requests then please let us know so that we can get as close as possible to be able to meet your expectations.

ROOM SET-UP

The following set-up is preferred. If this setup is not possible then please disregard but advise us as to your actual room setup.

- ✚ Preferred seating is theatre style (rows) with SIDE aisles (centre aisles are strongly discouraged).
- ✚ The stage should be positioned in the middle of the front wall with steps off to the SIDE (not in the front). **Please advise if there will not be a stage.**
- ✚ Please ensure that there is no “runway” into the audience and that the first row of chairs is about six (6) feet from the front edge of the stage.

PREFERRED (if possible) ITEMS

- ✚ A small draped table on one side of the stage/room for notes, water etc.
- ✚ Room temperature should be set to a comfortable level in order to maintain alertness in the participants.
- ✚ Please ensure that lighting is adequate to read any handouts.

MANDATORY REQUIREMENTS

- ✚ One flip chart with at least 3 different colours of markers (i.e. red, blue and green).
- ✚ One director’s (or other) chair off to the side.
- ✚ A pitcher/glass of water **without** ice and with lemon (if possible). Alternatively, peppermint herbal tea is appreciated. Please place these items on the small draped table if possible

AUDIO-VISUAL

- ✚ A wireless microphone is required for all groups. A Lavalier lapel microphone or headset microphone is preferred if possible. Please inform us of the mic type.
- ✚ Please ensure that there is a backup hand-held microphone in the event of wireless failure.
- ✚ For groups over 100 people, a roaming handheld microphone will be necessary for questions.
- ✚ Presentations that require computer presentations will require a digital projector. Please ensure that this is discussed well in advance of the event.
- ✚ You may record the session for review purposes only. The material is copyrighted and is not to be distributed. Please contact the office if you wish to distribute the recording as a separate agreement is required.